



600.04 Corrections Division Manual

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

Approved Date: May 28, 2018

Review Due Date: May 28, 2019

Review Frequency: Annually

600.04-1 Policy

- I. The *Hendry County Sheriff's Office Corrections Division Standard Operation Procedure Manual* has been developed to contain general policies and procedures for operating and maintaining the HCSO Jail facility. This manual shall be available in printed copy and electronically to all HCSO Corrections Division members. Unprotected/non-confidential portions may also be available to the public upon request. The *HCSO Corrections Division SOP Manual* shall be available on the HCSO Intranet, as well as, maintained in all Corrections Division organizational units and control rooms and will be reviewed at least annually and updated as needed.
- II. Each Corrections Division staff member shall be required to read and understand the *HCSO Corrections Division SOP Manual*, and revisions to the manual, and will sign a statement to that effect.
- III. HCSO Corrections members at all levels are encouraged to actively participate in the development, revision, and implementation of policies, procedures, and programs in their related areas by submitting recommendation to the Jail Administrator through the member's chain of command.
- IV. Related community agencies shall be encouraged to participate in policy development, coordinated planning, and interagency consultation.
- V. A variety of services provided by other agencies and purveyors are utilized to maintain the wellbeing of inmates and to supply required services. The roles, functions, and directives pertaining to these agencies and purveyors shall be defined and reviewed annually.
- VI. All new and revised policies and procedures will be disseminated to staff and volunteers for review, and where appropriate, to inmates prior to implementation.

600.04-2 HCSO Corrections Division SOP Manual Revision

- I. Members may suggest new Corrections Division policies, procedures, and programs or revisions to existing procedures and programs in the following manner with the suggestions being processed as indicated:
 - A. Suggestions submitted in writing through the member's chain of command. The memorandum should include a draft of the revised procedure affecting only the proposed changes, and should contain the reasons behind the suggestion.

- B. Each supervisor in the member's chain of command should comment on the suggestion by attachment of a memorandum indicating recommendation of the change or suggested amendment with reasons as appropriate.
- C. Upon approval by the Jail Administrator, the proposed policy and/or procedural change/addition shall be formalized, formatted and forwarded to the Sheriff for approval.
- II. The Jail Administrator, or designee, may assign specific staff members the collateral duty of assisting in the development and the revision of policies and procedures when dictated by changes in FCAC Standards and federal or state regulation changes and additions.
- III. Members will be required to become familiar with all new or revised policies and procedures. All methods of training including classroom training and/or shift briefings shall be utilized to fully implement and discuss the procedure.
- IV. Revisions to the Jail Manual shall be issued electronically during the same time frame as revisions to the printed copies. Directives thus issued will contain highlighting to indicate the changes made. Policy change identification will remain on the electronic version for 30 days (or other time frame as indicated with the e-mail notice to agency members).
- V. Revision or issuance date shall be noted on the written version changes. Changes or additions shall be effective on the issuance date unless otherwise noted.
- VI. Each member shall electronically sign confirming review and understanding of the new material and changes to directives.

600.04-3 Community Agency Contributions

- I. Advisory committees, justice councils, state and regional planning organizations and other community agencies are encouraged to contribute to HCSO Corrections Division policy development and participate in coordinated planning and interagency consultation.
- II. Open channels of communication shall be maintained with outside community agencies through which oral or written recommendations relating to Corrections Division policy may be submitted.
- III. Meetings will be held with agencies within the Criminal Justice System, and other community agencies on an as needed basis.

600.04-4 Annual Review

- I. The Jail Administrator, or designee, shall order a review of the policies and procedure manual to be conducted annually by a designated supervisor.
- II. The review shall include an assessment of facility operations for compliance with published policies and procedures to determine if any revisions, additions, or deletions are necessary.
- III. This review will be completed during the calendar year.

600.04-5 Policy and Procedure Approval

- I. All new or revised policies and procedures shall be forwarded to the Sheriff through the chain of command for review and approval after being reviewed by the appropriate staff supervisors and the Jail Administrator.

- II. New or revised policies and procedures shall not take effect until approved by the Sheriff.
- III. Purging of written directives shall be done only as approved by the Sheriff.

600.04-6 Master Manual File

- I. A master manual file of policies and procedures shall be maintained by the Jail Administrator.
- II. This file shall include the following:
 - A. A complete set of all current Corrections Division policies and procedures.
 - B. A record of all proposed changes and implemented changes to policies and procedures.
 - C. An historical file of all policy and procedure revisions, memoranda, and supplements.

600.04-7 Manual Revisions

- I. Copies of the Corrections Division SOP Manual will be maintained in specific areas throughout the Corrections Division and the HCSO. The manual will also be available electronically in offices and control rooms. New or revised directives shall be disseminated electronically to Corrections Division members for review prior to implementation, unless implementation was accomplished via memorandum or other means for expediency.
- II. When appropriate, new policies and procedures and revisions to established policies and procedures will be made available to inmates prior to implementation. Procedures related to facility security that are of a sensitive nature shall not be disseminated to inmates or to the public.
- III. Inmates will be notified in advance of policy and procedure changes directly affecting inmate activities and services prior to implementation. Memos will be distributed to each housing area for placement on bulletin boards, or displayed in the window of the housing unit for a period of time prior to implementation.
- IV. Volunteers may be issued copies of specific policies and procedures, which directly affect them in the performance of their services, and revisions issued appropriately.
- V. Policies, procedures, and revisions will be made available to the public, subject only to conditions imposed by the public records laws, taking into consideration special handling of specifically identified “confidential/restricted” materials within the manual.
- VI. All Corrections Division staff will become familiar with new and revised policies and procedures.
 - A. Affected members shall sign as having received/reviewed the new/revised information.
 - B. Classroom training and/or shift briefings will be utilized to familiarize members and to fully implement policies and procedures.
 - C. Jail training on policies and procedures shall be supervised by Corrections Sergeants.
- VII. The Corrections Division SOP Manual contains an index of subject matter to assist members in locating information contained therein. The index shall be updated and reissued periodically.

600.04-8 Post Order Manuals

- I. Each post within the Corrections Division shall formulate, maintain, and update, as needed, a manual to contain procedures specific to that post. These manuals shall contain information to assist members assigned to more effectively perform their duties, and shall be utilized when training members newly assigned to the post, and used for reference as needed. Corrections Division directives and memorandums pertaining to the duties of the post and post responsibilities shall be included in the manual.
 - A. Staff members assuming a post for the first time shall be required to read the *Post Order Manual*, and sign and date the certificate at the front of the Manual. Staff shall ensure that they maintain current knowledge of all changes to the Manual, and shall review it annually or more often as necessary.
 - B. *Post Order Manuals* shall be kept current, and shall be reviewed by the appropriate Supervisor at least annually, and revised as needed. Review of the materials shall be documented and kept on file by the supervisor. Revisions to the *Post Orders Manuals* shall be directed through the Jail Administrator.
- II. The following *Post Orders Manuals* shall be maintained, as appropriate:
 - A. Booking
 - B. Classification
 - C. Housing/Custodial (each control room)
 - D. Maintenance
 - E. Health Care Services
 - F. Food Services
- III. *Post Orders Manuals* shall contain information regarding the following:
 - A. General and specific duties and responsibilities
 - B. Procedures for daily activities/duties
 - C. Operation of equipment
 - D. Pertinent memoranda
 - E. Signature sheets(s)
- IV. *Post Order Manual* written procedures shall be formatted as follows:
 - A. Title blocks identifying the Post Order, with subject title and issued number.
 - B. Original issue date
 - C. Date(s) revised
 - D. Approval by Jail Administrator line
 - E. Paragraphs shall be in outline format

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:

N/A

Other Policy/ Procedure References:

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